

TREASURY MANAGEMENT FRAMEWORK DOCUMENTS AND RESPONSIBILITIES

For Consideration by Council 03 March 2010

DOCUMENT	RESPONSIBILITY																
CODE of PRACTICE	To be adopted by Council (originally adopted in 2002 - now updated November 2009).																
POLICY STATEMENT	The Code of Practice recommends a specific form of words to be used, to set out the Council's objectives within the Policy Statement for its Treasury Management activities. It is the responsibility of Council to approve this document, and then note it each year thereafter if unchanged. This has been updated in line with the revised code November 2009.																
TREASURY MANAGEMENT STRATEGY	The Strategy document breaks down the Policy Statement into detailed activities and sets out the objectives and expected market forecasts for the coming year. This also contains all the elements of an Investment Strategy as set out in the DCLG guidance; it is the responsibility of Council to approve this document, following referral from Cabinet.																
TREASURY MANAGEMENT INDICATORS	These are included within the Strategy Statement as part of the framework within which treasury activities will be undertaken. It is the responsibility of Council to approve these limits.																
INVESTMENT STRATEGY	The Investment Strategy is included within the Treasury Management Strategy. It states which types of investments the Council may use for the prudent management of its treasury balances during the financial year. Under existing guidance the Secretary of State recommends that the Strategy should be approved by Council.																
TREASURY MANAGEMENT PRACTICES	<p>These are documents that set out the procedures that are in place for the Treasury Management function within the Council. The main principles were approved by Cabinet following the adoption of the Code of Practice; they include:</p> <table border="0"> <tr> <td><i>TMP 1:</i> Risk management</td><td><i>TMP 7:</i> Budgeting, accounting & audit</td></tr> <tr> <td><i>TMP 2:</i> Performance measurement</td><td><i>TMP 8:</i> Cash & cash flow management</td></tr> <tr> <td><i>TMP 3:</i> Decision-making and analysis</td><td><i>TMP 9:</i> Money laundering</td></tr> <tr> <td><i>TMP 4:</i> Approved instruments, methods & techniques</td><td><i>TMP 10:</i> Staff training & qualifications</td></tr> <tr> <td>Organisation, clarity and segregation of</td><td></td></tr> <tr> <td><i>TMP 5:</i> responsibilities, and dealing arrangements.</td><td><i>TMP 11:</i> Use of external service providers</td></tr> <tr> <td>Reporting requirements & management</td><td></td></tr> <tr> <td><i>TMP 6:</i> information requirements</td><td><i>TMP 12:</i> Corporate governance</td></tr> </table> <p>Any changes to the above principles will require Cabinet approval. It is the Head of Financial Service's responsibility to maintain detailed working documents and to ensure their compliance with the main principles. It is highlighted that for 2010/11, quarterly treasury management reports will continue to be included within Corporate Financial Monitoring and in turn, these will be reported into Cabinet and Budget and Performance Panel.</p>	<i>TMP 1:</i> Risk management	<i>TMP 7:</i> Budgeting, accounting & audit	<i>TMP 2:</i> Performance measurement	<i>TMP 8:</i> Cash & cash flow management	<i>TMP 3:</i> Decision-making and analysis	<i>TMP 9:</i> Money laundering	<i>TMP 4:</i> Approved instruments, methods & techniques	<i>TMP 10:</i> Staff training & qualifications	Organisation, clarity and segregation of		<i>TMP 5:</i> responsibilities, and dealing arrangements.	<i>TMP 11:</i> Use of external service providers	Reporting requirements & management		<i>TMP 6:</i> information requirements	<i>TMP 12:</i> Corporate governance
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